

~~CONFIDENTIAL~~

Chief, Management Staff

27 September 1957

Chief, Records Management Staff

Weekly Report - Week Ending 27 September 1957

1. Contributions

a. Tangible

- (1) Prepared an article for the Special Reports Bulletin on reports management.
- (2) Completed 6 new and revised forms.
- (3) Arranged with the Printing Services Division to produce a "stop-gap" form quickly in order to take care of an immediate need for supply of Information Reports at overseas stations. This came about as result of the delay in awarding a contract for the procurement of Information Report forms through commercial concerns. A contract has now been awarded by the Office of Logistics.
- (4) The Records Center received 215 cubic feet of inactive records and eliminated 24 cubic feet.

b. Intangible

None

2. Assignments - Active

a. Audit of Records Control Schedules.

- (1) Office of Personnel - 70% completed. Arrangements made to shift filing equipment from one office to another, thereby avoiding the requisitioning of three pieces of filing equipment.
- (2) General Counsel - 75% completed.
- (3) Office of Operations, Contract Division - Project 10% completed.

b. Installation of Filing Systems.

- (1) GRR - Subject-Numeric system installed in Administrative files in Office of Chief, Economic Research Area.

CONFIDENTIAL

c. Twelve new and revised forms in process of development.

3. Assignments - Inactive

a. Installation of Subject-Numeric Filing System, Benefits and Casualty Division.

b. Shelf file installation, Industrial Register.

c. Shelf file installation, Office of Security.

d. Shelf file installation, Space Layout and Equipment Study, CI/OA.

X e. Forms Management Study, Printing Services Division.

X f. Review of schedules for deposit of Vital Personnel Records.

X g. Audit of Records Control Schedule, RD/P.

h. Biographic Register, Shelf file.

i. Finance Division, Shelf file.

4. News

a. Seven members of this Staff attended the office equipment exhibit at the Shoreham Hotel in conjunction with the Life Office Management Association Convention.

b. Six members of the Records Center are enrolled in appropriate courses in the Records Management field at American University. Also [] are taking appropriate courses at George Washington and American University in the general management field.

c. [] and myself attended the Fourth Annual Conference on Records Management sponsored by the National Records Management Council in New York last week. Speakers at the conference covered the primary items included in a normal records management program, namely forms, reports, correspondence, vital records, records disposition and filing systems. All of the speakers, except one, were from industry. Included among the speakers were the Vice President and Controller of the Stoenberg-Carlson Corporation, the Controller, West Virginia Pulp and Paper Company and the Secretary of the Ethyl Corporation. All of these speakers emphasized the need for records management in their respective industries. They also admitted freely that this was one field in which the Federal Government is way ahead of industry.

27/57

*BEST COPY
Available*

6/17/98